

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - November 03, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
General Support Services					
4092	Motor Pool	Fleet Mechanic	Re-advertised	11/3/2014	\$ 17.31
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Department of Health and Human Services					
4105	Adult Protective Services	Case Manager	New	11/3/2014	\$ 23.28
4018	Senior Services	Cook Aide		10/6/2014	\$ 9.11
4087	Family Assistance/Food Distribution Program	Commodity Delivery Worker		10/20/2014	\$ 12.87
Department of Education					
4069	One Stop	Career & Employment Specialist	New	11/3/2014	\$ 16.47
4070	One Stop	Career & Employment Specialist	New	11/3/2014	\$ 16.47
4071	One Stop	Career & Employment Specialist	New	11/3/2014	\$ 16.47
4012	Recreation - Site: Sells	Administrative Assistant		9/29/2014	\$ 14.92
4013	Recreation - Site: Hickiwan	Recreation Program Coordinator		10/20/2014	\$ 21.09
4014	Recreation - Site: Al Jek	Recreation Specialist		9/29/2014	\$ 12.87
Department of Water Resources					
4006	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
ATTENTION ALL APPLICANTS!!!					

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.
Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT**Sells District – Tohono O'odham Nation****Position: Business Manager**

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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4092

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **FLEET MECHANIC**
SALARY: **\$17.31 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 03, 2014**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: **GSS/Motor Pool**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, ensures safe operation of the Tohono O'odham Nation's fleet vehicles and heavy machinery by performing inspection, service, and repair on vehicles and machinery, and by conducting preventive maintenance and diagnosis of mechanical and electrical problems.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years work experience as an auto mechanic, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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4105

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER
SALARY: \$48,414.00, PLUS BENEFITS

OPENING DATE: November 03, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Health & Human Services/**Adult Protective Service**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

SCOPE OF WORK: To provide protection and support services for elder and vulnerable adults who have been abused, neglected, or who have been exploited per the Adult Protective Ordinance.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must possess and maintain a valid Arizona driver's license, (No DUI's or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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4069

4070

4071

JOB ANNOUNCEMENT

JOB TITLE: CAREER AND EMPLOYMENT SPECIALIST (3 POSITIONS)

SALARY: \$16.47 PER HOUR, PLUS BENEFITS

OPENING DATE: November 03, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/One Stop

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists youth and adults of the Tohono O'odham Nation in accessing services and resources for job training and employment; determines employers' needs and present opportunities available for job placement for clients; provides assistance to clients with all barriers to employment and coordinates efforts with the employers; conducts community resource mapping; and develops opportunities for permanent placement as well as work experience goals.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration, Social Worker, or closely related field and two years work experience in a job counseling/employment field, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must be Arizona Workforce Connection Certified within six months of hire.
- Must complete Case Management Training within nine months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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